

EAMC-L-PB (40)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure (SOP) for MTOE/TDA Property Books

1. References:

- a. AR 710-2, Supply Policy Below the Wholesale Level, 31 Oct 97
- b. AR 735-5, Policies and Procedures for Property Accountability, 31 Jan 98
- c. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97
- d. AIS Manual 25-L-18-ALV-ZZZ-EM, 1 Apr 96, Standard Property Book System-Redesign (SBPS-R)
- e. ADSM 18-HL3-RPB-IBM-UM, 15 Jul 93, Army Medical Department Property Accounting System (AMEDDPAS)
- f. Physical Security of Weapons, Ammunition and Explosives
- g. EUSA Regulation No. 600-2, 20 Sep 2000

2. Purpose: This publication consolidates policies and procedures for requesting, receiving and accounting for non-expendable medical /non-medical property book items/Automated Data Processing Equipment (ADPE) and non-expendable components.

3. Applicability: This publication applies to all medical units supported by the TDA Property Book Office (PBO), 18<sup>th</sup> MEDCOM.

4. Implementation: The procedures outlined herein becomes effective upon receipt of this publication and supersedes other published SOP. This SOP does not replace, rescind, or supersede any regulation, directive, or policy published by higher authority.

5. Requesting and Receiving supplies:

- a. Each unit ordering and receiving supplies/equipment will submit a DA Form 1687 (notice of delegation of authority receipt for supplies) to the PBO. Copies of the DA Form 1687 are maintained in the PBO hand receipt files. Ensure that only authorized

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personnel will submit their requests, and receive or turn in supplies/equipment at the PBO warehouse.

b. Non-expendable medical and non-medical supplies are placed on order in several ways, depending on the category of the item:

(1) Standard items are those assigned a National Stock Number (NSN). Necessary information/data can be obtained in the monthly FEDLOG.

(2) Non-standard items are those that have not been assigned an NSN. Some items are locally assigned a stock number with an alpha character in the seventh position. These must be requested as non-standard items. Also, Materiel Management Code Number (MMCN) is assigned for all property book items listed on AMEDDPAS.

(3) The following categories of supplies and methods of requesting shortages are provided. A request in writing on memorandum will be submitted to PBO:

(a) Standard NSN items and Non-standard items under \$2,500.00: NSN: Noun, NSN, unit price, quantity, total unit, price, hand receipt number, POC with phone #, APC code, justification with requesting person's signature

(b) Non-standard NSN: Noun, model/catalog or part number, recommend source with name, address, phone/fax #, copy of literature/brochure, unit price, quantity, total price, H/R #, POC with phone #, APC code, justification with requesting person's signature.

(c) Capital Expense Equipment Program (CEEP): For items between the prices of \$2,500.00 and \$99,999.00, use EAMC Form 92-R (CEEP Requirement), and include product literature.

(d) Medical Care Support Equipment (MEDCASE) programs: For items with a unit price of \$100,000.00 or more, use DA Form 5027-R (MEDCASE Program Requirement), and include product literature.

(e) Request for ADPE and associated items such as computers and copiers must be processed through DCSIM. Coordination between IM and PBO will be made for assignment of document numbers on request. Justification for the required item on memorandum must be provided to obtain a Capabilities Request (CAPR). Contact information systems office, 736-9002 for further information.

(f) Expendable medical supplies are requested through the 16<sup>th</sup> MEDLOG IAW established procedures. Expendable/durable supplies are requested through unit supply, S4 or contracting office, 18<sup>th</sup> MEDCOM. Non-expendable supplies are placed

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on order by unit PBOs who maintain SPBS-R at the unit level. TDA PBO is responsible for maintaining SPBS-R for HHC, 18<sup>th</sup> MEDCOM, 618<sup>th</sup> DEN Co, and 106<sup>th</sup>/129<sup>th</sup> VET DET.

c. Stock funded items can be identified by the Materiel Category Code (MATCAT) in the FEDLOG. If the second character of the MATCAT code is a numeral, then the item is stock funded, meaning the unit must absorb the cost of the item.

d. All requests for stock funded equipment must be approved by the unit commander or his delegated representative as designated on DA Form 1687 prior to submitting the requests to PBO/SSA. This procedure ensures that the unit consciously controls the budgetary constraints. Units are responsible for budgeting and requesting all stock funded items.

e. PA funded items can be identified by the MATCAT code. If the second character of the MATCAT code is a letter A through Z, then the item is PA funded, meaning the item is requested at no cost to the unit. Either PBO or the primary hand receipt holder will maintain all Procurement Army Principal Items (PA) funded items on hand or on order at all times. Coordination for assignment of a document number on a request and a processing procedure will be made with PBO prior to submitting the request to SSA.

f. Receipt of Property: The warehouse NCO receives all items requested by units through the TDA PBO. The primary hand receipt holder must ensure that unit representatives, responsible for picking up equipment, are listed on DA Form 1687.

g. Issue Procedure:

(1) PBO will assign a MMCN on equipment prior to issuing the property to primary hand receipt holders. Medical equipment must obtain a technical inspection from appropriate maintenance activity (B Co, 16<sup>th</sup> MEDLOG). If the equipment is in serviceable condition, then it will be issued to the unit. Non-medical items that are not required a technical inspection at medical maintenance will be directly issued to the unit upon assigning a MMCN.

(2) Hand receipt holder or designated representative will sign for property book items on DA Form 3161, DD Form 1348-1, or invoice document whichever is applicable. The individual signing for items will verify and inspect each item before signing on receipt documentation to ensure the item is correct, in the right quantity/serial number and undamaged.

h. Request for Cancellation: If the requested item is no longer required. Units will provide a memorandum stating the reason so that the PBO can submit the cancellation

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request to SSA/Source of Supply (SOS). Cancellation can not be processed if SOS has shipped the item.

i. Status of Requisitions: Provide necessary information (document number, noun, quantity, etc.) to PBO either on memorandum or via e-mail. Updated status will be returned to units within 3 working days.

5. Turn in of medical equipment:

a. When items have been identified as excess or unserviceable, obtain proper technical inspections at appropriate maintenance activities prior to disposal of the property. Medical maintenance, B Co, 16<sup>th</sup> MEDLOG will perform a Technical Inspection (TI) for the medical equipment. DA Form 2407 or 3161 whichever is applicable will be prepared when equipment is turned in for TI.

b. When the equipment has been classified and assigned a condition code, the unit can contact the PBO warehouse to make an appointment for turn in. Change documents (DA Form 3161) and TI document (DA Form 2407) will accompany the equipment and processed for hand receipt adjustment. Only authorized personnel listed on DA Form 1687 can turn in the property.

c. The TDA PBO maintains document registers for all property book items (normally non-expendable). All items requiring property book accountability, regardless of Accounting Requirement Code (ARC), will be recorded on the document register.

d. The PBO maintains supporting document files for non-expendable property. Units are required to retain a copy of completed transaction on supporting file until the transaction appears on the monthly hand receipt.

e. Receipt and turn in documents for expendable/durable items do not have to be filed. However, documents supporting loss, damages, or destruction of expendable/durable supplies for which liability is admitted, (e.g., statement of charges, cash collection vouchers) will be filed in the relief from responsibility files.

6. Turn in of non-medical equipment:

a. Cross leveling of excess property will be accomplished by the battalion S4 prior to a unit requesting a disposition instruction to PBO for serviceable items.

b. If a unit within the same battalion authorizes the serviceable item, then the S4 can direct the internal lateral transfer. All other transfers must be directed by the DCSLOG. PBO will also cross level scrub for possible transfer prior to the unit being directed for turn in of serviceable equipment.

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c. Items not requiring maintenance classification, such as furniture, electrical appliances will be turned in directly to the PBO warehouse. Unit will prepare DA Form 3161 as change document for turn in and identify whether item is serviceable or unserviceable on it.

d. Equipment that is not on the property book will be turned in to PBO warehouse on a separate DA Form 3161. It is the responsibility of the hand receipt holder to bring the items for turn in to the PBO warehouse.

e. ADPE (computer items) will be directly turned in to DCSIM warehouse personnel, 736-4018.

f. PBO warehouse NCO may assist units to transport large items (bulk supplies) for turn in to PBO warehouse if the units located in Area II when available. Contact the PBO warehouse NCO, 736-6833 for transportation arrangement.

#### 7. Hand receipt procedure:

a. All MTOE/TDA, non-expendable medical equipment and CTA 50-909 property will be issued to the primary hand receipt holders. Hand receipt holders will sign for property on output listing of SPBS-R for MTOE and AMEDDPAS for TDA/non-expendable medical property and CTA items.

b. The primary hand receipt holders will update and sign for the property quarterly (Dec, Mar, Jun, Sep). The signature of personnel on hand receipts has direct responsibility.

c. Primary hand receipt holders will sub-hand receipt the property to intermediate supervisors, or directly to the user whichever is appropriate. Use DA Form 2062 or ULLS S4 hand receipt listing to record the issue of property book items.

d. DA Form 3161 (change document) will be used for issue and turn in transactions between the hand receipt holder and sub-hand receipt holder. The change document is good for 6 months and it must be updated at least every 6 months. The 6-month period is based on the date of the oldest change document.

e. PBO must be notified prior to conducting change of hand receipt holder inventory between incoming and outgoing hand receipt holder. It is the outgoing hand receipt holder's responsibility to initiate appropriate adjustment documents to account for missing property.

f. A copy of assumption of command orders or duty appointment orders whichever is appropriate and a new DA Form 1687 must be forwarded to PBO prior to signing the hand receipt,

8. Unit Level Hand Receipt Management:

a. The AMEDDPAS system generates transaction registers for any supply transactions (issue, turn in, lateral transfer, property adjustment, etc.), and those copies will be provided to units for review and file.

b. The SPBS-R system generates two print outs to manage all transactions posted on hand receipts.

(1) ALV-142, Transactions Affecting Property Book Balance: This print out lists all transactions that affect the required, authorized, on hand, or due in columns on the hand receipt.

(2) ALV-143, Transactions not Affecting Property Book Balance: This print out lists all transactions that were posted to the hand receipt, but did not affect the property book balance (e.g., issue and turn of components, serial numbers).

(3) Units must review the above-mentioned reports closely to ensure that every transaction is correctly posted on hand receipts.

9. Sensitive item report:

a. Sensitive items (weapons, ammunition, and hazardous item) must be inventoried monthly. Upon completion of the inventory by the designated NCO, both the hand receipt holder and the NCO who conducted the inventory will sign on the report. The same person will not conduct this inventory in consecutive months.

b. Compare the serial number of the weapons with those listed on the property book, hand/sub-hand receipt, as appropriate. Serial number differences will not be corrected with use of an AAR. Inventory ammunition by listing its purpose (e.g., basic load, operational load, or training) along with DODIC, lot number, quantity on hand/signed out, on the inventory form.

c. Any discrepancies found during the inventory will only be adjusted by initiation of a report of survey. Investigate sensitive items lost or destroyed per AR 15-6. However, do not use the AR 15-6 investigation as authority to adjust property records or assess financial liability.

d. The original report will be forwarded to PBO not later than the suspense date and the unit will keep the second copy in the file.

10. Cyclic inventory:

a. IAW the above reference c, unit commanders require that all property be inventoried annually. The PBO has selected the 20% cyclic option. Under this option, the primary hand receipt holder (unit commander/OIC/ or section NCOIC, etc.) will physically inventory 20% of the property listed on hand receipt.

b. A list of MMCNs for AMEDDPS and LINs for SPBS-R on output listing to be physically inventoried will be provided to units monthly. Results of 20% inventories are to be returned via fax to PBO not later than the suspense date. The original listing will be mailed to PBO and the second copy will be kept in the unit file.

11. Accounting for components of end items:

a. Medical equipment sets and tool kits have many components and these are required for accountability in order to rectify all shortages. It also allows hand receipt holders to know exactly what they are signing for.

b. Hand receipt holder will inventory the components and document any non-expendable/durable shortages on shortage annex listing (DA Form 2062, ULLS-S4 print out, component listing) whichever is applicable.

c. If non-expendable components are missing, then primary hand receipt holders are required to provide turn in/adjustment document to PBO so that the shortages can be added on shortage annex. PBO will maintain non-expendable shortage annexes.

12. Lateral Transfer:

a. Transfer of property will not be initiated until approval is obtained as follows: Within the BN, the BN Commander or his/her representative approves the internal lateral transfer; or within the 18<sup>th</sup> MEDCOM, approval is required by the DCSLOG.

b. Make sure the equipment meets 10/20 maintenance standards. Losing unit will prepare DA Form 3161 in three copies, listing the items to be transferred.

c. Equipment will not be physically transported prior to the approval of the PBO. Upon approval of lateral transfer by DCSLOG, then PBO will assign a document number on DA Form 3161.

d. The losing unit will document any component shortages using hand receipt annex procedure. Also, the gaining unit is responsible for ensuring the equipment meets 10/20 standards prior to signing for it. The gaining unit will file the original of the DA Form 3161 in the supporting document file.

13. Administrative Adjustment Report (AAR):

a. When a NSN/MMCN on hand receipt differs from the stock number/MMCN on hand and the difference is in the make, model, or size, an AAR will be used to correct the obvious errors.

b. The AAR will be used when there has been no actual loss or gain of government property. The quantity (change from block) being picked up and the quantity (change to block) dropped must be the same.

c. The AAR will not be used to correct errors in serial numbers if there is a possibility of a substitution or the item is a sensitive item.

d. Errors in serial numbers that are obvious, e.g., transposing numbers, mis-copying the number from an issue document (no more than two digits off) will be corrected using a DA Form 4949. A brief explanation will be entered on the reverse side.

14. Change of Hand Receipt Holder Inventory:

a. A 100% physical inventory must be conducted jointly with the outgoing Hand receipt holder prior to accepting responsibility for the hand receipt account. Equipment having components of end items (CCOEI) and/or basic issue items (BII) will be inventoried using the applicable Army publications (TM, SC) and current shortage annex to ensure that all components are on hand or on order.

b. Items, which are accounted for by serial number will be sight verified on the equipment and compared with serial numbers, reflected on the hand receipt. The outgoing hand receipt holder will correct discrepancies. The incoming hand receipt holder verifies the completion and accuracy of these actions.

c. All incoming and outgoing hand receipt holders will be briefed by the PBO/NCOIC prior to when the actual change of command inventories occurs. The outgoing hand receipt holder is responsible for scheduling a time for this briefing.

d. Review the unit property records to find the type of items to be inventoried. If needed, select personnel to assist in the inventory and give them instructions.



e. If a hand receipt holder dies or departs the unit without transferring responsibility for property, the next higher chain of command will appoint a person to act on their behalf so that a joint inventory can be conducted.

f. 30 days will be allotted to conduct the joint inventory. When the inventory cannot be completed in the allotted time, request extension in writing to the next higher chain of command.

g. Upon signing the primary hand receipt, the incoming commander/hand receipt holder assumes responsibility for all unit property. All pending documents that have not posted through the AMEDDPAS/SPBS-R system are reflected manually on the hand receipt. It is emphasized that receipts and turn ins be closely monitored during the inventory and minimized when possible.

15. Relief from Responsibility:

a. If liability is admitted, appropriate adjustment document (statement of charges or cash collection voucher) will be processed.

b. If liability is not admitted, report of survey will be initiated not later than 15 calendar days after the date of discovering the discrepancy.

c. A letter of lateness explaining the reason will be attached to the report of survey if it is not initiated within the required day IAW the above reference b, paragraph 13-7.

16. Excess Equipment for Issue:

a. The PBO will publish and distribute excess property listing to units if serviceable property is available for redistribution.

b. If the equipment is available from other source and unit needs to pick up the item, then PBO will take appropriate actions to acquire the item and notify the unit to pick it up.

17. Repairs of Equipment:

a. Medical equipment will be repaired by the servicing medical maintenance units IAW their established procedures.

b. Automation equipment will be repaired/replaced by the IMO. PBO has no capability to repair the equipment and no work order requests for repair will be accepted.

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18. KATUSA haircut program:

a. KATUSA soldiers are authorized two haircuts per month at AAFES Barber shops during normal duty hours. Haircuts will be paid for using serial numbered coupons (EA Form 388, KATUSA Haircut Coupon (KHC)).

b. Only KATUSA personnel are authorized participants of the program. ROKA staff officers and NCOs are not eligible.

c. The property book office will receive KHCs on or about 1 December each year for the following year. The PBO will issue KHCs to battalion S4s and separate company/detachments only.

d. The BN S4 will designate in writing, a receiving NCO to receive, account for, store, and distribute KHCs to subordinate units at company level.

e. U. S service member will sign for the KHCs on EA Form 998-1-R (KHC issue log) from PBO.

19. KATUSA Athletic Shoes Program:

a. Athletic shoes and white socks are issued semi-annually in May and November. All KATUSA soldiers are authorized one pair of athletic shoes and three pair socks every six months.

b. If a KATUSA has arrived from the KATUSA Reception/Training center within the past 30 days, he is not eligible to receive the subject items. Also, the items will not be issued if KATUSA is scheduled to DEROS/ETS within 60 days.

c. PBO will send a memorandum requesting the eligible KATUSA roster to units at least one month prior to the availability of the shoes and socks. The following information needs to be provided on the roster: full name, date assigned to unit, ETS date and shoe size in millimeters (mm).

d. Upon receiving the KATUSA rosters, PBO will consolidate all the rosters by shoe size and submit the request to G4, EUSA not later than the suspense dates each year.

e. Units will be notified when shoes/socks are available for issue. Size and quantity will not be deviated from the original requests.

20. The Operating Hours: Mon, Tue, Wed & Fri: 0800 – 1130 & 1300 – 1700 hour, Thur: 0800 – 1130; closed for sergeant's time training, 1300 – 1700 hour.

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21. Recommendations for additions, deletions, or corrections are to be forwarded to TDA PBO, DSN 736-6836.

//Originally Signed//  
EDWARD C. HUYCKE  
Colonel, MC  
Commanding

DISTRIBUTION:

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